

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☐ Permanent
Full-time

☐ Permanent
Intermittent

☒ Limited-term
(Temporary)
Length _____

☐ Formal Training
and Development
Assignment

Position Title: Seasonal Clerk

Classification: Seasonal Clerk

Location: Central and District Offices

Section/Unit: Various

Salary Range: \$7.64 - \$8.73 Per Hour

Number of Vacancies: Various

Job Description: (includes typical duties)

Employees in this class are employed on a temporary basis (in most sections less than 40 hours per week. Positions are primarily available during the tax season (January-April). General tasks may include but are not limited to the following: mailing and filing of tax forms; examine tax forms for legibility and proper math addition; code and batch tax returns in numerical order; and operate various office machines. Most of these duties require meeting production and accuracy standards. Applicants receiving public assistance under the Calworks Program and Temporary Assistance for Needy Families (TANF) be given priority consideration. Prior to employment, a background investigation will be conducted.

Required Knowledge, Skills, and Abilities:

- Excellent attendance and punctuality, to meet critical deadlines.
- Ability to be flexible in response to changing workloads and priorities.
- Ability to work well individually and in a team environment.

Desirable Experience/Qualifications:

Mail or hand deliver your application by: Continuous Basis

Contact Person: Carol O'Rourke Telephone Number: 916-845-5669

Address/Room Number: PO Box 550, Sacramento, CA 95812-0550, Attention: Exams

Special Instructions: _____

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.